

**Model Policy for the Operation of Computer Network, Internet Access,
E-Mail, Phone Service, and Other Communication Equipment and
Programs Utilized by the Court**

Purpose:

The purpose of this policy is to provide a framework for the operation of the Court's computer network, Internet access, E-mail, phone service and other communication equipment and programs.

Applicability:

The policy applies to all Court employees, contractors, volunteers and other individuals with access to the Court's systems.

System Ownership:

All data generated by or resulting from the actions of Court employees is the property of the Court. All other data generated by or resulting from the actions of contractors, volunteers and others is also owned by the Court. All requests for information or data generated by the systems must be submitted to the Chief Judge in writing and the Chief Judge will respond to such requests in writing.

Interception of E-Mail, Voice Mail, Telephone Logs, Internet Messages, and Any Other Information Generated Within the System:

The Court reserves the right to monitor and review the contents of information generated by any Court employee as well as any contractors, volunteers or others given access by the Court. The funding unit or its authorized agents will not have the right to monitor, review the contents of nor have access to any information generated by Court employees as well as any contractors, volunteers or others given access by the Court.

Acceptable Standards:

The Court adopts the attached standards for the day to day usage of all communication systems which shall be applicable to all Court employees, contractors, volunteers or others given access by the Court. Violation of any of these standards will subject the individual to appropriate disciplinary action to be determined by the Chief Judge.

Agreement Between Court and Funding Unit

The (insert court name) Court and the (insert funding unit) agree that the Court will advise the funding unit of any violations that could result in liability for the funding unit. In addition, the Court will comply with operational standards adopted by the funding unit for utilization of systems maintained by the funding unit and not covered by this policy and the

standards adopted by the Court so long as such standards do not interfere with the effective and efficient operation of the Court.

Acknowledgment of Policy and Joint Agreement

The Chief Judge of the (insert court name) and (the authorized representative of the funding unit) hereby acknowledge this policy and agree to abide by its terms.

Chief Judge of the (insert court name)

Dated: _____

(Funding Unit Representative)

Dated: _____